



# 10 Keep records of hazardous waste activity.

**The paperwork is important!**

**What types of records must I keep?**

### Notification Reports

Nobody likes paperwork, but there are good reasons for the recordkeeping requirements of the *Dangerous Waste Regulations* (Chapter 173-303 WAC). Keeping track of the types and amounts of hazardous wastes generated and where these wastes are going will help prevent environmental contamination. It's also an important part of doing business because it helps you monitor your waste management costs and identify recycling or waste reduction opportunities.

There are a number of reports, forms and other written information that you prepare or collect as a generator of hazardous waste. A summary of the records that you must keep on the premises is presented below.

- ☐ Keep all Form 2's and related correspondence in your files for as long as you are in business.

If you generate, transport, store, or dispose of hazardous waste, or operate a transfer facility, you must have a RCRA Site Identification Number. You get this number by submitting a **Form 2, Notification of Dangerous Waste Activities** (see Checklist Fact Sheet 2). You also use this form to update the Department of Ecology (Ecology) whenever there are changes in your hazardous waste activities.

### Annual Reports

- ☐ Keep a copy of each **Dangerous Waste Annual Report** that you prepare and submit to Ecology for a minimum of five years.

The Dangerous Waste Annual Report is an annual summary of your hazardous waste activities that you submit to Ecology by March 1 of the following year (see Checklist Fact Sheet 3).

### Shipping Manifests

- ☐ Keep a copy of each manifest you send with a waste shipment and the signed manifest sent back to you from the hazardous waste facility for a minimum of five years.

If you ship your wastes off-site for storage, treatment or disposal, you are required to complete a **Uniform Hazardous Waste Manifest (Form 8700-22)** which accompanies the waste to a designated hazardous waste management facility (see Checklist Fact Sheet 9). The owner or operator of the facility signs the manifest and sends it back to you for your files.

## Exception Reports

- ☐ Keep a copy of each exception report you send to the Department of Ecology for a minimum of five years.

If you don't receive a signed manifest from the designated facility for your hazardous waste shipment within 45 days from the date it was picked up by the transporter, you must submit an exception report to Ecology. This report should include:

- ✓ a copy of the manifest with the missing signature, and
- ✓ a letter explaining the efforts you've made to find your wastes.

## Land Disposal Restriction Certifications

- ☐ Keep a copy of each Land Disposal Restriction Certification for a minimum of five years. If you send your waste for land disposal, you must prepare and sign a certification which states that either your waste is not restricted from land disposal or that it meets the treatment standards outlined in the regulations. Contact your nearest Ecology regional office for more information on these requirements.

## Special Wastes

- ☐ Keep a copy of all transactions of special wastes going to municipal landfills for a minimum of five years, if you have certain solid toxic, corrosive, polychlorinated biphenyl or persistent wastes that qualify.

## Inspection Records

- ☐ Keep a copy of your inspection log on the premises and available for review by Ecology staff for as long as you are in business.

As a hazardous waste generator, you're required to conduct various inspections at your facility (see Checklist Fact Sheet 4). Make sure you also note any hazardous waste spills or leaks in the log, including the date and time you notified Ecology of the spill.

## Results from Laboratory Tests


- ☐ Keep the results of any waste analyses or tests you do on your wastes for as long as you are in business. This may be to determine if they are hazardous or to see if they meet the treatment standards for land disposal.

## On-Site Recycling Records

- ☐ If you recycle hazardous wastes on your premises, it's important to keep a monthly recycling log for as long as you recycle, so that you can be accurate on your annual report and verify if you are a small quantity generator or regulated generator (see Checklist Fact Sheet 1).

The recycling log should include:

- ✓ the dates you recycled the material;
- ✓ the amount of original material used;
- ✓ the amount of sludge or residue left from the recycling process; and
- ✓ the amount of "make-up" material used to compensate for loss during the recycling process.

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While this Fact Sheet summarizes the recordkeeping requirements under the *Dangerous Waste Regulations* (Chapter 173-303 WAC), it does not replace them. Always refer to the regulations themselves for more detail or call a hazardous waste specialist at your nearest Ecology regional office.

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This is Checklist Fact Sheet 10 in a series of 10.

If you have special accommodation needs or want more information, please contact the Hazardous Waste and Toxics Reduction Program at (360) 407-6700 (voice), dial 711 or call (800) 833-6388 (TTY).